

RECLAMATION

Managing Water in the West

Water Transfers Brochure Guidance and Information for Water Transfers



San Luis Reservoir



**U.S. Department of the Interior
Bureau of Reclamation**

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San Luis Reservoir and O'Neill Forebay

Introduction

The Bureau of Reclamation (Reclamation) developed the Water Transfers Brochure (Brochure) to assist water purveyors in the preparation of water transfer and Warren Act proposals and documents. It is a “work in progress” that will be refined as necessary to adapt to changing circumstances or improve its utility, this Brochure provides general guidance on communicating, preparing, and submitting a proposal, as well as presenting estimated timelines for associated requirements, actions, and approvals.

This Brochure is meant to increase the efficiency of the logistical and administrative processes that Reclamation and the transfer parties control and to further the goal of timely facilitation of water transfers that require conveyance through Central Valley Project (CVP) facilities or otherwise require Reclamation approval. This Brochure provides a framework and certain details of the processes; however, dependent on the transfer or Warren Act proposal, additional coordination or steps may be necessary to facilitate approval of a proposed action.

Reclamation encourages all water purveyors to work closely with their designated Reclamation representative in developing transfer, exchange, and/or Warren Act proposals.

A water transfer is a reallocation of water among water users through willing sellers and willing buyers. California law encourages voluntary water transfers between willing sellers and willing buyers. Reclamation utilizes several administrative and programmatic procedures to facilitate and streamline the approval process of water transfers in the Central Valley, Mid-Pacific Region.

Reclamation uses established [Interim Guidelines for Implementation of the Water Transfer Provisions of the Central Valley Project Improvement Act, Title XXXIV of Public Law 102-575, dated February 19, 1993, \(Water Transfer Guidelines\)](#) to address water transfers consistently. The Water Transfer Guidelines were updated as a result of the [1998 Central Valley Project Improvement Act \(CVPIA\) Administrative Proposal](#) for water transfers.

Transfers involving non-CVP water may require the use of Federal facilities to facilitate the transfer. In such cases, a Warren Act contract is generally required. The Warren Act of February 21, 1911, authorized the United States to execute contracts for the conveyance and storage of non-CVP water in Federal facilities when excess capacity exists. Reclamation routinely facilitates water transfers using excess capacity in CVP facilities.

In addition to the Warren Act of 1911, Reclamation also uses the authority of §14 of the Reclamation Project Act of 1939 and §3408(c) of CVPIA to facilitate the conveyance of non-CVP water and water rights water between willing sellers to willing buyers.

Reclamation and the Department of Water Resources (DWR) worked collaboratively to publish [the DRAFT Technical Information for Preparing Water Transfer Proposals \(DTIWT\)](#). The DTIWT outlines agency processes and contains information about real water determinations. Any entity preparing to submit a temporary water transfers proposal (duration of up to 1 year) that requires conveyance through DWR or Reclamation facilities or otherwise requires DWR or Reclamation approval should also refer to this publication in addition to this Brochure.



Lake Natoma

Chapter 1: Region-wide Technical Information and Guidance

Recognizing that all transfers, exchanges, conveyance, and storage agreements are unique, Reclamation analyzes each proposal independently. The following information will assist all Mid-Pacific Region contractors or other purveyors needing Reclamation's assistance to accomplish a transfer, exchange or Warren Act proposal. Information specific to an AO is available in subsequent chapters. For purposes of this Brochure, in most, but not all, instances, exchange and transfer information are synonymous.

KEYS TO SUCCESSFUL TRANSFERS AND WARREN ACTS

- 🔑 **Early communication with Reclamation!!!!** As soon as a transfer or Warren Act proposal is contemplated, water purveyors should contact their designated Reclamation representative for a preliminary assessment. Reclamation can provide information on proposal feasibility, if it is operationally possible, and the steps necessary to effectuate the transfer, including DWR, SWRCB, and other Reclamation offices roles and responsibilities.
- 🔑 Early notification and receipt of a complete written proposal for potential transfer or Warren Act.
- 🔑 Early receipt of requested technical information supporting the transfer or Warren Act proposal.
- 🔑 Early submittal of a Board Resolution for a specific individual(s) (i.e. general manager or other district employee) to act on behalf of the Board of Directors.

Streamlining the Water Transfer and Warren Act Contract Process

Streamlining the water transfer process takes extensive coordination among Reclamation, willing sellers, willing buyers, and entities that operate the conveyance and storage systems. The cooperation of the parties involved in the transfer is essential in streamlining the approval process. Understanding the process and informational needs are critical to efficient and timely processing of all transfer or Warren Act requests.

It cannot be overstated that the development of an accurate, clear, and thorough project description (PD) of the transfer is the responsibility of the transferring parties and is paramount to successful implementation of any streamlined process.

The PD needs to address when and how the transfer water is being made available (e.g. reservoir reoperation, groundwater, fallowing, etc.), water quality, conveyance and storage facilities needed, operational parameters, desired delivery schedule, and as appropriate, ground disturbing activities, sensitive species, monitoring, enhancement, and/or mitigation.

Satisfying the environmental documentation compliance requirements is typically the critical path that drives how long the approval process will take. In general, the more complex the proposal, the more involved the environmental documentation. Satisfying the disclosure requirements of the National Environmental Policy Act (NEPA) serves as a catch all for documenting and validating Reclamation's conclusions for the approval process.

Determining Reclamation's Role and Coordination

Most proposals will require coordination with the appropriate Reclamation AO and the Central Valley Operations Office (CVO). To determine the appropriate AO and process, willing sellers and buyers need to contact their local, designated AO representative to advise Reclamation of the proposed transfer or Warren Act proposal.

After willing sellers and buyers advise Reclamation of a transfer or Warren Act proposal, Reclamation will evaluate the following to determine what the Federal action is and which office(s) and entities need to be involved to effectuate the transfer.

- **Parties to the Transfer:** The geographic location of the parties will determine which AO(s) will be involved, whether or not the Regional Office will be in a lead or support role, and the extent to which CVO is involved. Initially and at a minimum, *the parties to the transfer proposal should make a joint presentation to each Reclamation AO that oversees the respective geographic location of the parties* to ensure that all interest have the same understanding of who and what is involved and required.
- **Nature of the Water:** Reclamation reviews and assesses whether or not the proposed transfer involves CVP, settlement, base supply, exchange, recaptured, or other non-CVP water. In addition, Reclamation analyzes the water rights and/or contract rights that may constrain the purpose and place of use, timing, volume, rate, storage, etc. associated with the water proposed for transfer.
- **Facilities Involved:** Reclamation looks at the facilities involved in conveying the water from the seller to the buyer, paying particular attention to Reclamation facilities in play. When more than one Reclamation facility is involved, the geographic locations factor into coordination between Reclamation offices (i.e. north of Delta, south of Delta, unit/division, in-stream/off-stream). The entity that operates any involved facility is also an important component of coordination.
- **Environmental Documentation:** Should the transfer proposal be covered under pre-existing environmental documentation, the Reclamation office that generated the existing documentation will play a key role in coordinating tasks to streamline the approval process.

Reclamation Coordination: Reclamation will consider the above factors in determining how best to coordinate offices and other entities to streamline the approval process. Reclamation will update the parties on coordinated efforts and actions, as well as actions required of the parties to ensure the process is efficient.

Additionally, any proposal requiring DWR involvement or action by the State Water Resources Control Board (SWRCB) will require extensive coordination between the AO, Regional Office, CVO and DWR.

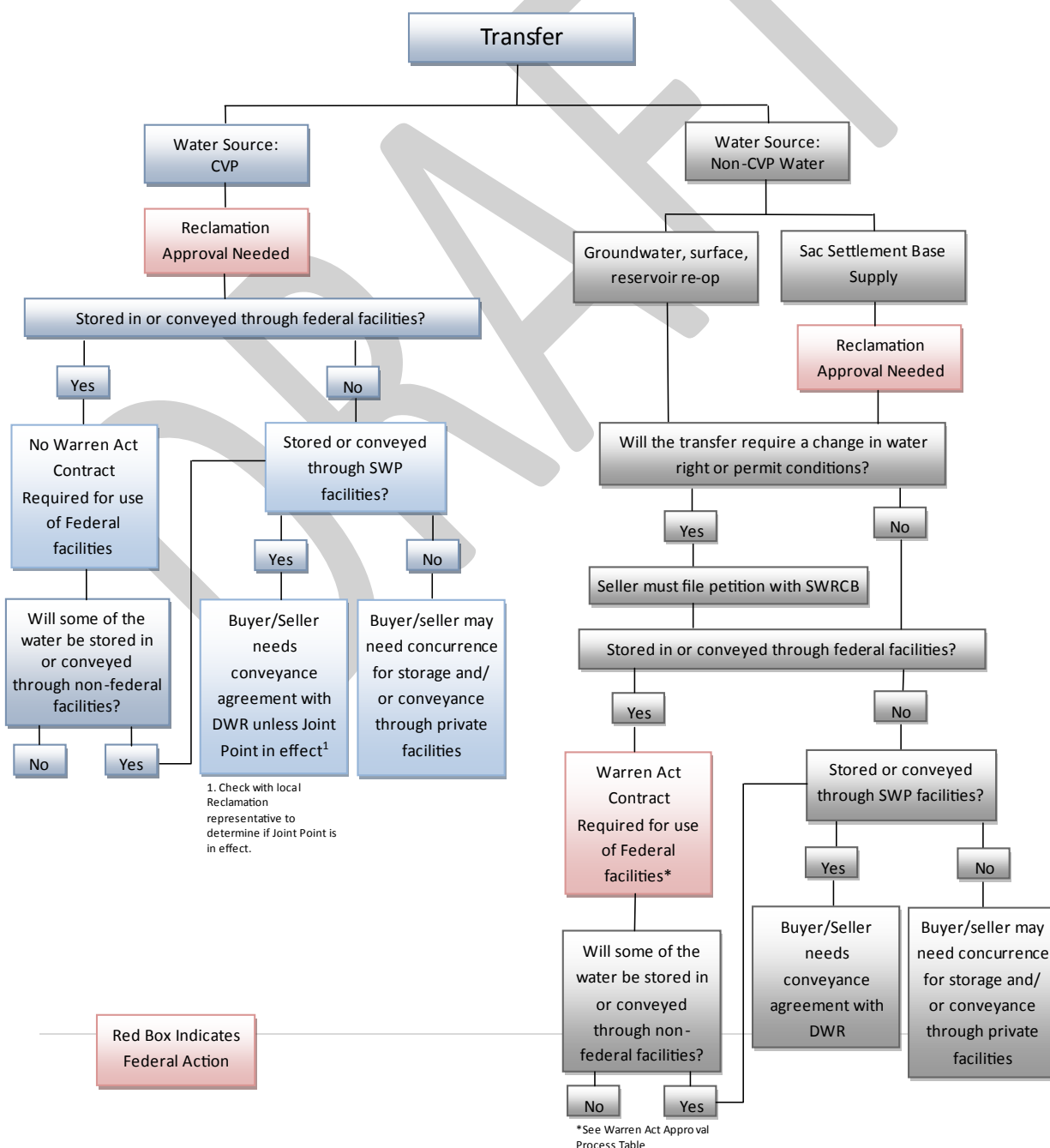
North-of-Delta to South-of-Delta Transfers: North-of-Delta to South-of-Delta (North to South) transfers involve complex operational and water rights issues. These transfers have the potential of effecting Delta inflows and are often constrained by available Delta pumping capacity. Water purveyors need to work closely with Reclamation to determine if the transfer is feasible, if refill agreements pertain, and to the extent to which other agencies need to be involved. Delta pumping capacity for both the CVP and SWP require significant coordination between the AO, CVO and DWR.

Transfer parties are advised that Reclamation and DWR are not able to easily identify elements of transfers crossing the Delta until the spring and summer hydrology is well established. Delta fishery actions and water quality concerns can disrupt planned schedules.

Determination of Federal and Other Actions: CVP versus non-CVP Water

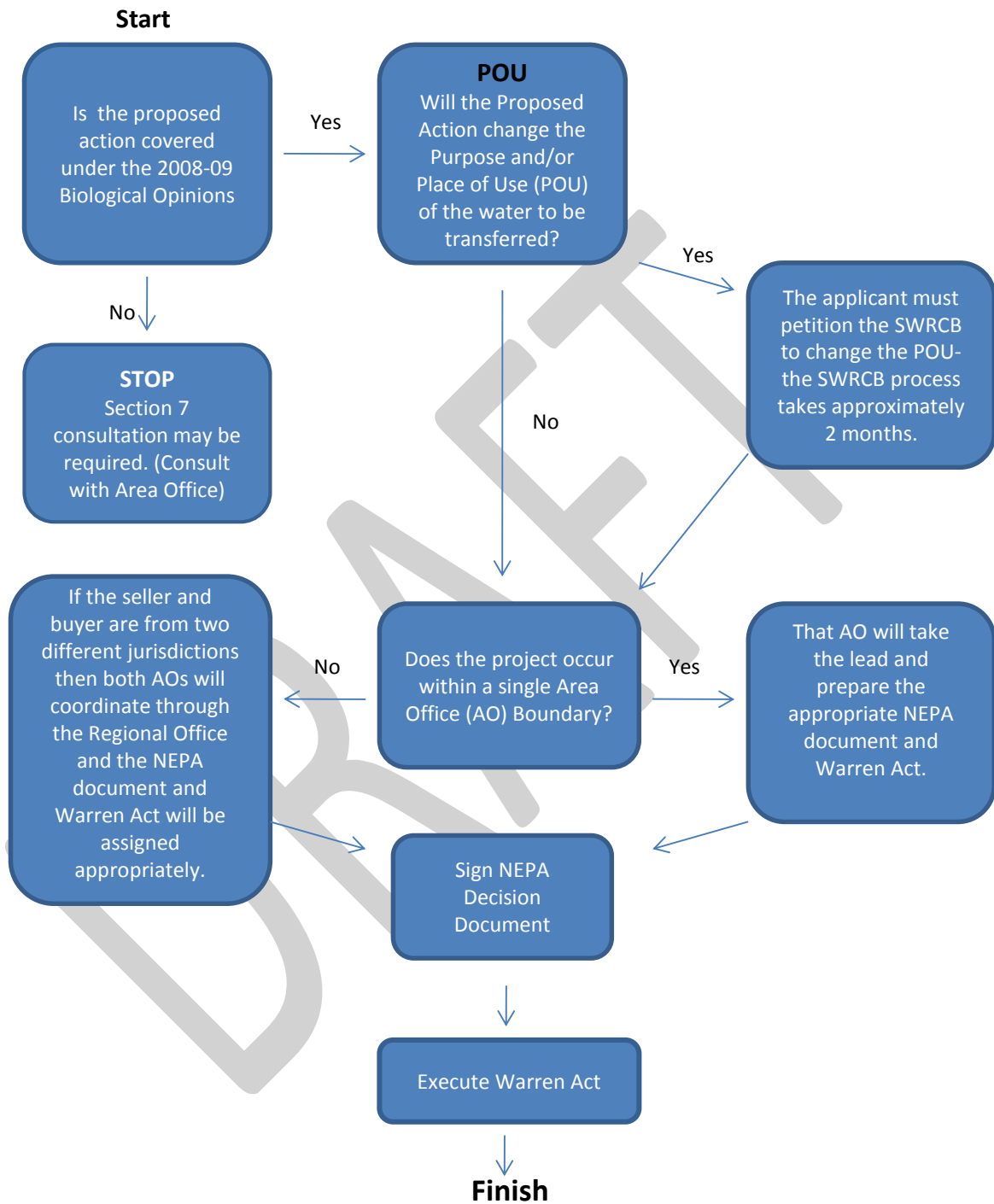
The type of water (CVP versus non-CVP) a willing seller or willing buyer is transferring or acquiring through a transfer determines the federal action and the agreements and/or approvals needed for the transfer to occur. The decision trees presented in this section help willing sellers and willing buyers understand the determination of the federal action. The decision trees also outline other approvals, agreements, and documentation that may be necessary to accomplish the transfer.

Water Transfers CVP versus Non-CVP Water



Warren Act Table Approval Process Table*

(Endangered Species Act (ESA) Consultation Complete)



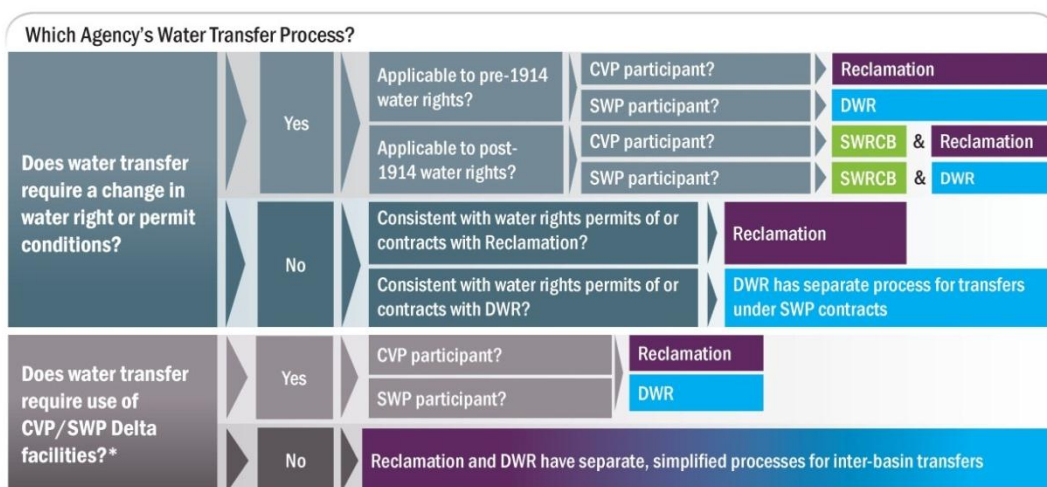
*Typical process but subject to change depending on resources and complexity of proposed action.

All Warren Act water transfers must occur within the appropriate window as determined by Central Valley Operations.

Through Delta transfers must occur between July 1 and September 30 (pursuant to the CVP/State Water Project Operation Biological Opinions).

Department of Water Resources and Reclamation: Which Agency Facilitates the Transfer or Moves the Water?

Both Reclamation and DWR play vital roles in facilitating transfers throughout the state. Many transfers require Reclamation and DWR to coordinate operations and approvals for the movement of the transferred water. The following chart assists in understanding each of the agencies roles.¹



*DWR and Reclamation work cooperatively to approve all transfers that use SWP/CVP facilities

Agency Water Transfer Processes			
AGENCY	DWR	Reclamation	SWRCB
How to start agency process?	<ul style="list-style-type: none"> Contact DWR with transfer proposal Agree to cost reimbursement 	<ul style="list-style-type: none"> Send letter of request for transfer with information on seller, buyer, type, amount, and timing of transfer Reclamation sends letter back with cost reimbursement requirements Agencies agree to move forward 	File petition for temporary water transfer (1 year or less) or for long-term transfer under the applicable provisions of the Water Code.
What technical information is required in submittal packages? *	Information as listed in Water Transfer Technical Information (crop shifting/cropland idling and groundwater substitution)	Information as listed in <ul style="list-style-type: none"> CVPIA Criteria Checklist for a complete written Transfer Proposal Water Transfer Technical Information (crop shifting/cropland idling and groundwater substitution) 	Information as required for the type of transfer being sought by the appropriate SWRCB form.
*See checklists for data requirements			
What regulatory compliance is required?	CEQA (DWR requires transferor to complete CEQA documentation)	NEPA and ESA	Temporary water transfers are exempt from CEQA. Long-term water transfers require CEQA compliance.
What is acceptance of transfer proposals based on?	<ul style="list-style-type: none"> Complete Submittal Package Determination of real water and Project operation considerations Water Code Section 1810 - use of a water conveyance facility is to be made without injuring any legal user of water and without unreasonably affecting fish, wildlife or other instream beneficial uses; the overall economy; or the environment of the transferor area CEQA 	<ul style="list-style-type: none"> Complete Submittal Package Determination of real water and Project operation considerations CVPIA section 3405(a) - No adverse impacts on CVP contractors, water supply or operations, fish and wildlife obligations, and groundwater conditions in the transferor area NEPA - No adverse environmental impacts 	Transfer shall not injure any legal user of the water and not unreasonably affect fish, wildlife or other instream beneficial uses.

¹ This chart is a product of the [DTIWT](#) and is subject to changes and updates.

General Sequence for Processing a Transfer Request or Warren Act Proposal

This section presents a generalized sequence of events that occur when Reclamation processes a water transfer or Warren Act proposal. Each Mid-Pacific Region AO may have variations to the process that are addressed in subsequent chapters.

A. The transfer process starts when a contractor sends the AO a written request asking Reclamation to approve/acknowledge/consent to a transfer of water.

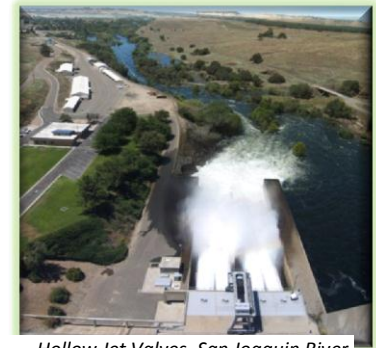
- A complete written transfer proposal must accompany the request. The transfer proposal should be:
 - prepared in accordance with the [Water Transfer Guidelines](#)
 - prepared in accordance with the current [DTIWT](#)
 - The proposal should state whether or not the water to be made available is CVP or non-CVP; and if it's non-CVP, whether or not it will be going through Federal Facilities. If the non-CVP water needs to be conveyed through and/or stored in Federal Facilities, the contractor needs to enter into a Warren Act contract with Reclamation. (See previous decision trees)

B. Letter of Agreement (LOA)

- Reclamation replies to request by contractor with LOA stating the estimated cost. By countersigning the LOA, the contractor agrees to reimburse Reclamation for all costs associated with the review of the transfer proposal, preparation of the NEPA document, and transfer administration.

C. Technical Analysis of Transfer Proposal. Analysis will include (but is not limited to)

- How is the water being made available?
 - groundwater substitution
 - crop land idling/shifting
 - Review in accordance with the current DTIWT
- Is the water being made available non-CVP Water?
 - Is the water supported by a water right?
 - Has an application been submitted to the SWRCB?
 - Were there any protests? If so, have the protests been resolved?
 - Has the SWRCB issued a change order for the place of use, point of diversion, and/or purpose of use of the water?
 - For transfers longer than one year, has a California Environmental Quality Act document been prepared and submitted to the SWRCB?
 - Is the non-CVP Water going through Federal Facilities? If yes, a Warren Act contract is needed.
 - If the transfer is from a storage withdrawal, a refill agreement will likely be required. Refill agreements require approval from Reclamation and consensus from DWR.
- Is the water being made available CVP water?
 - Does it meet the Historic Use (CVPIA) §3405(A)(1)(A)) test, as appropriate?
 - Does it meet the Consumptive Use (CVPIA §3405(A)(1)(I)) test, as appropriate?
 - Is the CVP-water to be transferred, along with any other approved transfers, greater than 20% of the CVP-supply under contract? If so, the transfer needs to be noticed.
- Assess if the action requires the use of Delta facilities or would affect Delta inflows or timing.



Hollow Jet Valves, San Joaquin River

D. Environmental Document

- Reclamation or contractor drafts the appropriate NEPA document.

E. Circulate Draft NEPA document for internal and/or public review.

F. Finalize NEPA document

- Reclamation or contractor prepares Final NEPA document.

G. Write, sign, and send the approval letter or LOA, as applicable.

- If the transfer can be approved without conditions, then no additional contract number is needed and an approval letter can be written and signed by the Reclamation Manager delegated the authority to sign transfer approval letters.
- If the transfer can be approved, but is subject to conditions, another LOA, agreeing to the terms of the conditional transfer approval will need to be signed.
- The transferor is responsible for ensuring that the CVP water and all associated costs are paid for. The guidance for determining the rate (revenue) for a CVP to CVP-contractor transfer can be found at MP-BPG-05 (add hyperlink).
- For Warren Act transactions the transferee is generally responsible for ensuring that the water and all associated costs are paid for. Reclamation will advise the contractor of all costs associated with the delivery of the non-CVP water.

H. Reclamation staff/contractor monitors the transfer throughout the transfer period.

- Buyer and seller provide to Reclamation, on a monthly basis, the quantity of water transferred.

I. Final Report (as required)

- If there is a final report due on the transfer, Reclamation will review and provide comments on the draft report submitted by the contractor.
- Complete final report.



San Luis Canal

Guidelines for Transfers Authorized Under §3405 (a) of the Central Valley Project Improvement Act

Transfers authorized under §3405 (a) of CVPIA provide more effective and efficient use of CVP water supplies and provide greater flexibility to those participating in CVP water transfers. Reclamation's [Water Transfer Guidelines](#) are used for all water transfer approvals authorized under §3405 (a) of CVPIA.

The Water Transfer Guidelines contain a criteria checklist to assist willing sellers and buyers to write concise project descriptions that contain the relevant and necessary information for the transfer approval. In addition to the checklist, the Water Transfer Guidelines also provide the necessary public notice requirements for implementing a water transfer. Water purveyors transferring or buying water under §3405(a) should use the Water Transfer Guidelines when preparing a proposal.

Certain transfers between CVP and non-CVP transfers require the inclusion of an incremental charge pursuant to CVPIA §3407(d)(2)(A). Reclamation shall advise the contractor as to the application, amount, and recording of any such incremental charge.

Accelerated Water Transfer Program

Reclamation also utilizes an accelerated water transfer program (AWTP) for transfers and exchanges for three groups of CVP contractors: (1) Sacramento Valley, (2) Friant Division and Cross Valley, and (3) South of Delta, including those contractors in the Delta Division, West San Joaquin Division, San Felipe Division, San Luis Unit, and Cross Valley.

The AWTP facilitates efficient and timely water management practices between CVP contractors through multi-year, programmatic environmental documentation. The AWTP reduces costs and redundant environmental reviews associated with CVP water transfers and/or exchanges, thereby streamlining Reclamation's process and avoiding lost opportunities for transfers or exchanges.

Environmental Documentation

Unless the proposed transfer or Warren Act is covered under an existing, programmatic NEPA document, the proposed transfer or Warren Act must undergo environmental review. Water purveyors proposing a transfer or Warren Act contract may prepare the NEPA document for Reclamation's review. Reclamation has [NEPA document examples](#) to expedite the drafting process; however, the entity drafting the NEPA document should contact their designated Reclamation representative to discuss formats and necessary information to efficiently complete the NEPA document. The [NEPA Handbook](#) is also available to assist in document preparation. The table below provides an estimated duration of NEPA completion.

NEPA Timelines	
NEPA Document Type	Expected Duration for Completion²
Transfers Requiring NEPA Environmental Assessment without Section 7 Consultation	6 Months
Transfers Requiring NEPA Environmental Assessment with Section 7 Consultation	1 year
Transfers Requiring NEPA Environmental Impact Statement Section 7 Consultation	3 years

² The expected duration is only an estimate. Duration will vary based upon the complexity of the proposal, the number and type of species possibly affected, and contractor's participation in the process

Associated Checklists for Processing a Transfer Request or Warren Act Proposal

When preparing a water transfer or Warren Act proposal, two checklists are required: [1\) The Water Transfer Checklist](#) and 2) [the Water Rights Checklist](#), respectively. The Water Transfer Checklist is part of the Water Transfer Guidelines and the Water Rights Checklist is a required document reviewed by Reclamation's Water Rights Office (MP-460). MP-460 uses the checklist to verify that the water rights associated with the transfer or Warren Act are consistent with the proposal.

CRITERIA CHECKLIST FOR A COMPLETE WRITTEN TRANSFER PROPOSAL

1. Name and Location of Transferor: (If within a district or contracting entity, identify):
2. Name and Location of Transferee: (If within a district or contracting entity, identify):
3. Provide a detailed location map of the area(s) proposed to receive the transferred water.
4. If Transferor is individual within a contracting district or agency, provide documentation supporting claim of right to the quantity of CVP-water being transferred under the contracting district or agency's CVP contract.
5. Complete written description of transfer proposal, including the proposed time period and/or term of transfer.
6. Identify Central Valley Project facility/facilities required to facilitate transfer for conveyance, pumping and/or storage.
7. State quantity of water involved with transfer and identify purpose of use for the transferred water.
8. Provide detailed consumptive use analysis to document how the quantity of water available for the proposed water transfers was calculated.
9. Is quantity to be transferred more than 20 percent of the Transferor's contracting district or agency's CVP-water supply? Explain and provide applicable supporting documentation.
10. Will this transfer along with other transfers to date cumulatively total more than 20 percent of the Transferor's contracting district or agency's CVP-water supply? Explain and provide applicable supporting documentation.
11. Provide data identifying percentage of total contract supply transferred to date from the Transferor's contracting district or agency under whose contract the CVP-water is being transferred.

12. (A) Following:

- All transfer proposals involving following shall be submitted no later than March 1 of each irrigation season or 30 days after the effective date of the Water Transfer Guidelines.
- Acres fallowed as part of normal rotation or crop set aside program will not be considered as making water available for transfer.
- Identify and document crop and total number of acres being fallowed, explaining any differences from historical cropping pattern/historical mix.
- Identify and document consumptive use of crop being fallowed.
- Historical cropping data for lands being fallowed (minimum of last 5 years or from 1987 to present).

(B) Requirements for substituting ground-water use for surface supply:

- Comprehensive ground-water basin study or evaluation of ground-water supplies demonstrating transfer will have no significant long-term adverse impacts on ground-water conditions, inter-related surface streams, or other ground-water supplies in CVP service area; OR
- Comprehensive evaluation of the potential impact on ground-water supplies accompanied by an adopted ground-water management plan.
- Location map of ground-water well(s) to be utilized.
- Drillers log for ground-water well(s) to be utilized.
- Provide location of other ground-water wells in CVP service area.
- Identify and document area(s) normally irrigation by wells.

(C) Conservation:

- Identify method of conservation.
- Transfer proposals involving water made available by conservation measures will be reviewed on a case by case basis.

13. Have requirements of the NEPA, Endangered Species Act, and Fish and Wildlife Coordination Act (if applicable) been completed? Explain and provide applicable documentation.

14. Have requirements of the California Environmental Quality Act and California Endangered Species Act been completed? Explain and provide applicable documentation.

15. If transfer is 20 percent or greater of the Transferor's contacting district or agency's CVP water supply, has public participation necessary to complete the transfer been done? Explain and provide supporting documentation.

16. If electric power, other than Project-use power, is necessary to transfer CVP water, then the Transferor must provide documentation that such electric power has been obtained. The Transferor must also provide documentation that Western Area Power Administration finds that the source of power is available for pumping at the CVP facilities.

17. The Transferor must submit a deposit of \$3,000 to cover the administrative costs of reviewing each water transfer proposal. If the transfer proposal is denied, any deposit remaining will be refunded to the Transferor. If the transfer is approved, the transferor will be refunded any deposit remaining or billed for any additional administrative costs incurred in processing the transfer proposal.

**Water Rights Data Checklist
for Proposals Involving Non-CVP Water for
Water Exchanges, Water Transfers, or Warren Act Contracts³**

- _____ 1) Provide the name, address, and telephone number of, and a point of contact for, the holder of every water right for non-CVP water involved in this transaction, and if different, also provide this information regarding the other non-Federal parties providing non-CVP water involved in this transaction.
- _____ 2) Provide the name and location of the source(s) from which the non-CVP water involved in this transaction can be diverted, and indicate whether such water, in accordance with the non-CVP water right, is to be directly diverted or diverted to and re-diverted from storage.
- _____ 3) Are you aware of any facts indicating that the right to divert the non-CVP water has ever been abandoned or forfeited? If so, explain.
- _____ 4) For a post-1914 water right, provide:
_____ a. The application number, permit number, and license number (if applicable) assigned to the non-CVP water right by the SWRCB or its predecessor;
_____ b. The number(s) and date(s) of all SWRCB decisions and orders that relate to the application, permit and/or license to appropriate the non-CVP water involved in this transaction.
- _____ 5) For a pre-1914 water right, provide:
_____ a. Copies of all Statements of Diversion and Use of non-CVP water involved in this transaction that have been filed with the SWRCB for the last 10 years;
_____ b. The date of priority of non-CVP water rights involved in this transaction;
_____ c. A copy of any environmental documentation prepared in accordance with the California Environmental Quality Act addressing any change in point of diversion, purpose of use, or place of use considered necessary for the purpose of this transaction.
- _____ 6) For each non-CVP water right involved, provide:
_____ a. A description of the authorized purpose(s) of use and place(s) of use associated with the water right;
_____ b. The authorized season of diversion of the water pursuant to the water right;
_____ c. The maximum quantity and/or diversion rate authorized for beneficial use of water pursuant to the water right;
_____ d. Whether or not the non-CVP water right includes storage and what quantity.
- _____ 7) Is the water right covered by any court decree or adjudication? If so, identify any such court decree or adjudication and provide a copy of the court decree or adjudication order.
- _____ 8) Is the exercise of the right to divert the non-CVP water involved in this transaction regulated by a water master? If so,
_____ a. Describe the basis and scope of the water master's authority to regulate diversions of the non-CVP water involved in this transaction, and provide copies of all relevant reports, directives, etc., issued by the water master, and

³Proposals involving the sale or lease of water rights for environmental purposes and proposals involving groundwater require additional information.

- _____b. Include written concurrence from the water master that the proposed use of the non-CVP water is authorized by the water master and, in the water master's opinion, will not cause injury to another user.
- _____9) Are there any county ordinances regulating the exchange or transfer of water pursuant to the non-CVP water right? If so, explain and provide a copy of any such ordinance.
- _____10) Provide records indicating quantity, type, and season of water use under the water right for the last 10 years. If monthly historical diversion and use records are available for this water right, provide such records. If the information is already available to this level of detail for any particular year as part of,
- _____a. A Statement of Diversion and Use filed with the SWRCB that contains the information required for such filing as provided in Part 5.1 of the California Water Code, § 5100, et seq., or,
- _____b. Information previously reported or included elsewhere in lieu of such filing to the SWRCB as allowed pursuant to Part 5.1, then you may provide copies of such documentation.

Submitted by: _____ **Area Office** **Area Office Contact:** _____

Contractor: _____ **Contract/Document #:** _____

Type of Proposal: _____ **Warren Act** _____ **Water Transfer** _____ **Water Exchange**

Date Received by Region: _____ **Reviewed by (MP-460):** _____

Date Reviewed: _____

Project Description Summary (one sentence):



Chapter 2: Mid-Pacific Regional Office and CVP Area Offices Roles, Responsibilities, and Processes

The Regional Office and the CVP AOs (Northern California, Central California, and South-Central California AOs) have specific responsibilities for the review, approval, and administration of water transfers. This chapter outlines the different responsibilities and provides Regional and AO specific information for processes and timelines associated with the approval or acknowledgement of transfers and/or Warren Act contracts.

SHORT-TERM TRANSFERS: Each CVP Area Manager is delegated the authority to approve short term water transfer actions within their geographic area of responsibility. Short

term water transfers are defined as transfers approved for periods of less than 10 years and will be implemented and administered by the Area Managers in accordance with the transfer policies and guidelines established by the Regional Director.

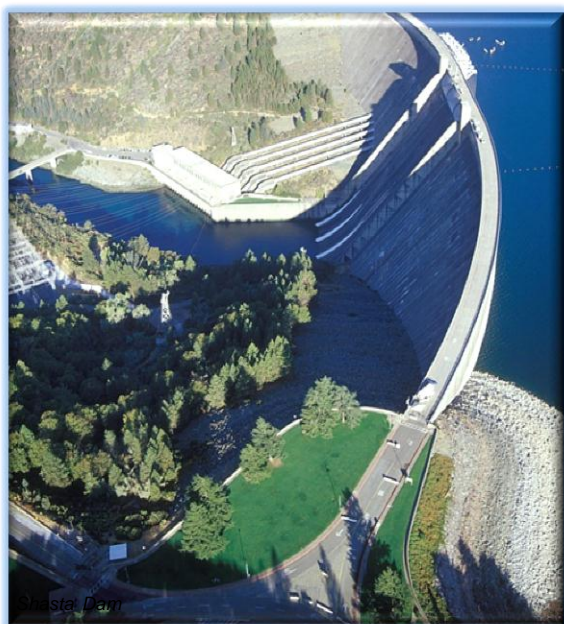
LONG-TERM TRANSFERS: Area Managers are responsible for coordinating with the Regional Office, Division of Resources Management (MP-400) the technical review of all long-term CVP water transfer actions within their geographic area of responsibility. Long term water transfers are defined as transfers for periods of 10 years or more and are subject to approval by the Regional Director.

TRANSFERS AND/OR EXCHANGES INVOLVING NON-CVP WATER: To ensure water right compliance with state and federal law, and to ensure protection of the water rights and operational integrity of the CVP, the Area Manager will coordinate the technical review of all short-term and long-term proposals involving the transfer and/or exchange of CVP water and non-CVP surface water with MP-400 prior to approval. Proposals involving multi-year exchanges or long-term transfer/exchanges for periods of more than one year are reserved for the approval of the Regional Director and administered annually by the Area Manager.

TRANSFERS OF NON-CVP WATER REQUIRING THE USE OF FEDERAL FACILITIES FOR PUMPING, CONVEYANCE AND/OR STORAGE OF WATER (WARREN ACT CONTRACTS):

To ensure compliance with the implementation of transfer policies, guidelines, and State water law, including but not limited to water quality, energy use, impacts to CVP water rights and supply, and/or other legal users, the Area Manager will coordinate all proposals requiring the use of Federal facilities for the pumping, conveyance and/or storage of transferred non-CVP water with CVO and other Reclamation offices as appropriate. MP-400 will review such proposals and make final recommendations to the Area Manager prior to a decision to contract for the use of Federal facilities for the pumping, conveyance and/or storage of transferred non-CVP water. The Area Manager approves and executes Warren Act contracts involving use of Federal facilities with a term of five years or less, and the Regional Director will approve and execute long-term Warren Act contracts that are for a term greater than five years. In some instances, the Regional Director may re-delegate the contract execution to another Reclamation manager.

POLICY AND GUIDELINES: The Division Manager in MP-400 is responsible for the promulgation, interpretation, and administration of water transfer regulations, policies and guidelines on behalf of the Regional Director for purposes of quality assurance and compliance with applicable federal and state law. MP-400 staff will provide guidance and clarification of transfer policies and guidelines to the AOs.



Shasta Dam

Northern California Area Office

The Northern California Area Office (NCAO) is responsible for the operation and maintenance of Shasta, Keswick, Trinity, Lewiston, Spring Creek Debris, Whiskeytown, Red Bluff Diversion, and Buckhorn Dams, including powerplants and appurtenant facilities.

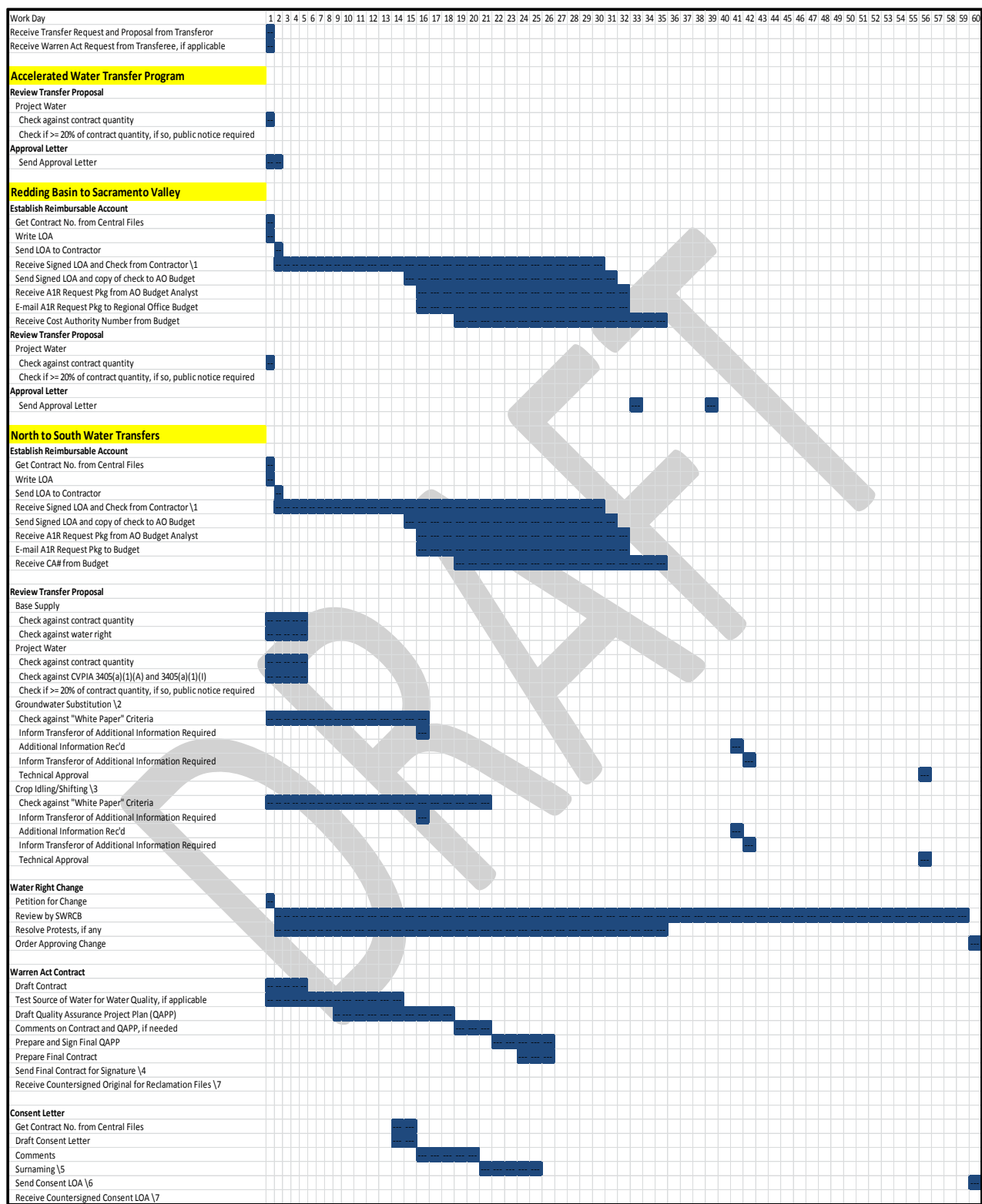
In addition, NCAO also oversees the operation of East Park and Stony Gorge Dams, the Coleman, Lewiston, and Livingston Stone National Fish hatcheries, administers water service contracts, and manages Reclamation lands within its geographical area.

NCAO has an AWTP for the Sacramento Valley and approves several types of transfers including, but not limited to, North of Delta to South of Delta Transfers, and Redding basin to Sacramento Valley transfers.

NCAO Points of Contact:

Service Area	Contact	PHONE NUMBER	EMAIL ADDRESS
Black Butte	Natalie Wolder	530-934-1356	nwolder@usbr.gov
Clear Creek South	Jake Berens	530-934-1359	jberens@usbr.gov
Colusa Drain	Natalie Wolder	530-934-1356	nwolder@usbr.gov
Corning Canal	Natalie Wolder	530-934-1356	nwolder@usbr.gov
Cow Creek	Jake Berens	530-934-1359	jberens@usbr.gov
Sacramento River District and Standard Form	Natalie Wolder	530-934-1356	nwolder@usbr.gov
Sacramento River Shortr Form	Jake Berens	530-934-1359	jberens@usbr.gov
Shasta Lake	Jake Berens	530-934-1359	jberens@usbr.gov
Spring Creek	Jake Berens	530-934-1359	jberens@usbr.gov
Tehama-Colusa Canal	Natalie Wolder	530-934-1356	nwolder@usbr.gov
Toyon Pipeline	Jake Berens	530-934-1359	jberens@usbr.gov

NCAO Timeline for Processing Transfers



\1 Need Board Resolution authorizing individual to sign LOA on behalf of Contractor.

\2 As a result of an incomplete information, it took at least 56 days from the date we received the groundwater substitution proposals to the date we approved all the participating wells.

\3 In 2009, It took at least 90 days from the date we received the crop idling proposal to the date we approved the transfer.

\4 Depends on the date the technical review of the non-Project water is completed.

\5 Depends on which office is issuing consent letter.

\6 Depends on when get okay from technical staff that transfer is consistent with "White Papers".

\6 Depends on when SWRCB issues change order. In 2013, the SWRCB received the change requests at the end of April, beginning of May; and most of the change orders were issued July 1.

\7 Depends on when the next contractor board meeting is.

NCAO Approvals and Transfer Tracking

The NCAO point of contact will work with the transfer proponent to ensure all written proposals are complete and complies with applicable water transfer guidelines and criteria, and includes all information reasonably necessary to determine technical sufficiency and compliance with the terms and conditions of CVPIA. Once Reclamation approves or acknowledges the transfer, written notification is sent to the transfer proponent. Below is an example of an approval letter for North to South transfers. [Other examples](#), specific to the transfer type, are also available.

[Contractor Name]
[Contractor Address]

Subject: Transfer of Central Valley Project (CVP) Water from [Contract Name], Contract Number [], to [Contract Name], Contract Number [], During the [Year] Contract Year

Dear [Contractor]:

We received your request to transfer [acre-feet] acre-feet of CVP-water from [Contract Name], to [Contract Name] to meet a portion of [Contract Name]'s water needs during the [Year] contract year.

Your transfer request is approved subject to the following:

- Receipt of a copy of the public notice. The quantity of water being transferred under this proposal is greater than 20 percent of your CVP-water supply, therefore the transfer is subject to review in a public participation process. [if applicable]
- The CVP-water will be transferred during [Month to Month] [Year] and will be for irrigation purposes.
- The quantity of CVP-water to be transferred any time during July through September will not exceed the quantity of CVP-water available during that period as delineated on Exhibit A of Contract No. [].
- The use of the CVP-water will be subject to the acreage limitation provisions of the Reclamation Reform Act of 1982 and will be delivered only to eligible lands.
- [Contractor] will be responsible for paying the United States the effective transfer rate of \$[] per acre-foot (af), the Irrigation Restoration Fund Charge of \$[], and the Trinity PUD Assessment of \$[]. Please see the enclosed transfer rate calculation sheet.

Please contact [AO POC] at [Phone number] or [email address] if there are any questions.

Sincerely,

[AO Division Chief]

To ensure the highest level of efficiency in approving and executing transfers, NCAO monitors and tracks transfers on a real-time basis. Dates and details are recorded on the following record sheets, dependent on the type of transfer.

Accelerated Water Transfer Program

_____ Received Request
_____ Received Proposal

Review Transfer Proposal

_____ Checked CVP-water quantity for transfer against Contract quantity.
_____ Checked if $\geq 20\%$ of contract quantity, public notice is required.
_____ Received copy of public notice, if required.

Approval Letter

_____ Sent Approval Letter

Redding Basin to Sacramento Valley

_____ Received Request
_____ Received Proposal

Establish Reimbursable Account

_____ E-mailed Central Files asking for a contract number (i.e. LOA Number)
_____ Received contract number from Central Files
_____ Write LOA. By countersigning, contractor agrees to Reimburse Reclamation for costs associated with review of transfer request, preparation of NEPA document, and any other administrative actions.
_____ Sent LOA to contractor
_____ Received LOA, Check, and Board Resolution from contractor
_____ Sent signed LOA and copy of check to AO Budget Analyst
_____ Received A1R Request Package from AO Budget Analyst
_____ E-mailed A1R Request Package to Regional Office Budget
_____ Received Cost Authority Number from Regional Office Budget

Review Transfer Proposal

_____ Checked CVP-water quantity for transfer against Contract quantity.
_____ Checked if $\geq 20\%$ of contract quantity, public notice is required.
_____ Received copy of public notice, if required.

NEPA Document

_____ Drafted NEPA document
_____ Sent NEPA document out for internal review
_____ Revised Draft based on comments received
_____ Sent NEPA document out for public review
_____ Revised Draft based on comments received, if necessary
_____ Issued NEPA decision document

Approval Letter

_____ Sent Approval Letter

North to South Water Transfers

_____ Received Request
_____ Received Proposal

Establish Reimbursable Account

_____ E-mailed Central Files asking for a contract number (i.e. LOA Number)
_____ Received contract number from Central Files
_____ Write LOA. By countersigning, contractor agrees to Reimburse Reclamation for costs associated with review of transfer request, preparation of NEPA document, and any other administrative actions
_____ Sent LOA to contractor
_____ Received LOA, Check, and Board Resolution from contractor
_____ Sent signed LOA and copy of check to AO Budget Analyst
_____ Received A1R Request Package from AO Budget Analyst
_____ E-mailed A1R Request Package to Regional Office Budget
_____ Received Cost Authority Number from Regional Office Budget

Review Transfer Proposal

_____ Checked Base Supply against contract quantity and water right, if necessary
_____ Checked CVP water against contract quantity
_____ Checked CVP water against CVPIA 3405(a)(1)(A) and 3405(a)(1)(I)
_____ Checked if $\geq 20\%$ of contract quantity, public notice is required
_____ Received copy of public notice, if required
_____ If groundwater substitution or crop substitution/idling, checked against white paper criteria
_____ Asked transferor for additional information, if required
_____ Received additional information
_____ Received technical approval

NEPA Document

_____ Drafted NEPA document
_____ Sent NEPA document out for internal review
_____ Revised Draft based on comments received
_____ Sent NEPA document out for public review
_____ Revised Draft based on comments received, if necessary
_____ Issued NEPA decision document

Water Right Change

_____ Received copy of Petition to change water right
_____ Resolved Protests, if any
_____ Received copy of water right change

Warren Act Contract, if necessary

_____ Drafted Contract
_____ Rec'd comments, if any
_____ Prepared Final Contract
_____ Sent Final Contract (3 originals)
_____ Rec'd Final Signed Contract and Board Resolution

Consent Letter

_____ E-mailed Central Files asking for a contract number
_____ Drafted Consent LOA
_____ Sent Draft Consent LOA out for internal review
_____ Revised Draft Consent LOA based on comments received, if necessary
_____ Prepared Final Consent LOA
_____ Sent Final Consent LOA for Surnaming
_____ Final Consent LOA signed by Reclamation and sent to contractor
_____ Received Countersigned LOA and Board Resolution¹

¹ Board of Directors may have already given their approval for said individual to act on behalf of the contractor in all matters related to the transfer. Therefore, no additional board action would be required.



Folsom Dam

Central California Area Office

The Central California Area Office (CCAO) is located at Folsom Dam, 23 miles east of Sacramento, with resource offices located at New Melones Dam and Lake Berryessa. CCAO manages water and land resources in 12 counties, including facilities of the Central Valley Project - American River and East Side Divisions, and facilities of the Solano Project. The Office's jurisdiction extends from the coast to the crest of the Sierra, and from the American River Basin to the Stanislaus River Basin.

CCAO processes several Warren Act contracts that facilitate the transfer of non-CVP water.

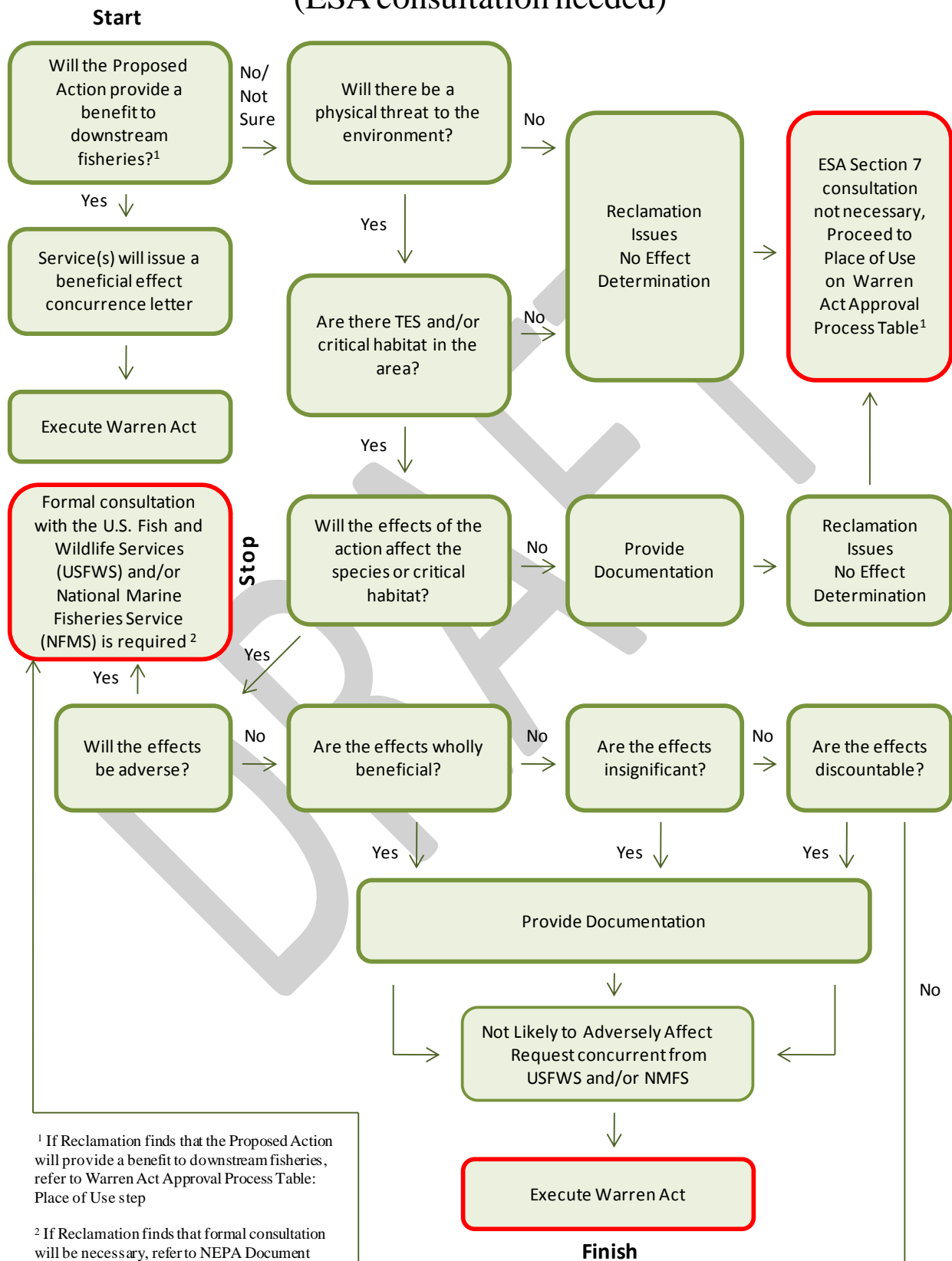
CCAO Point of Contact

Contractors in the CCAO area should contact Lucille Billingsley at lbillingsley@usbr.gov or 916-989-7121.

CCAO Timelines and Process for Processing Warren Acts

Environmental Assessment Schedule I (3-6 Month Process)	
Action	Action Timetable
Enter into a Warren Act Contract for the transfer of non-project water (Proposed Action) - Applicant must complete the criteria checklist for written Warren Act (WA) proposals (Reclamation will provide this to the applicant)	None
Receive project description and technical reports from applicant	Varies
Prepare Draft Environmental Assessment (EA) for internal review	10 Days
Initiate National Historic Preservation Act Section 6 consultation	2-3 Days - State Historic Preservation Office consultation not needed since no ground disturbances are associated with the WA transfer
Prepare Draft EA for public review	5 Days
Public Notice & Draft EA for public review	30 Days - Public review period for an EA is typically 30 days.
Address comments, incorporate changes as needed and Receive Final EA from applicant	15 Days
Prepare Finding of No Significant Impact (FONSI)	1 Day
Sign FONSI	10 Days
Execute WA Contract as agreed	

Warren Act Contract Approval Process (ESA consultation needed)

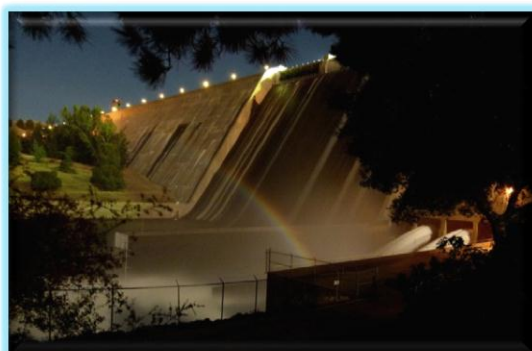


NEPA Document Schedule II (7-12 Month Process)

Action	Action Timetable
<p>If this Action is not covered under the 2008-2009 Biological Opinion (BO), and the benefits to downstream fisheries are undetermined, refer to the following options:</p> <ul style="list-style-type: none"> -If Reclamation determines there will not be a physical threat to the environment, consultation is not required -Possible effects to the environment; no Threatened or Endangered Species (TES) present -If Reclamation determines there will be a physical threat to the environment, but no TES and/or critical habitat are in the area, consultation is not required <p>TES are present but will not be affected</p> <ul style="list-style-type: none"> - If TES and/or critical habitat will be present but the Proposed Action will not affect the species or critical habitat, consultation is not required (Reclamation will have to provide support for their determination) <p>Proposed Action will affect TES; not adversely, but beneficially</p> <ul style="list-style-type: none"> - If the Proposed Action will affect TES and/or critical habitat, but Reclamation determines these effects are not adverse, yet are deemed wholly beneficial, consultation is not required (Reclamation will have to provide support as to why the effects are wholly beneficial) 	<p style="text-align: center;">135 Days</p> <p>If consultation is required with NFMS and USFWS:</p> <ul style="list-style-type: none"> -NFMS and USFWS are allowed up to 135 days to issue a biological opinion upon receipt of a complete initiation package (90 days to conclude formal consultation and an additional 45 days to prepare the BO) -- The process could exceed 135 days if the parties mutually agree to an extension

NEPA Document Schedule II (continued)

<p>Proposed Action will affect TES; effects are not adverse or discountable</p> <p>-If the Proposed Action will have affects on TES and/or critical habitat, but Reclamation determines these effects are not adverse, are not wholly beneficial, are not insignificant, but are discountable, consultation is not required (Reclamation will have to provide support as to why these effects are discountable)</p> <p>Proposed Action will have adverse effects</p> <p>-If Reclamation finds that the Proposed Action will have adverse effects on TES and/or critical habitat, formal consultation is required with NMFS and/or USFWS (refer to action timetable)</p>	
Initiate National Historic Preservation Act Section 6 consultation	<p>2-3 Days</p> <p>- Consultation with the State Historic Preservation Officer is not required for WA contracts</p>
Receive project description and technical reports from applicant	2 Weeks
Prepare Draft NEPA Document for internal review	10 Days
Prepare Draft NEPA Document for public review	5 Days
Public Notice & Draft NEPA Document for public review	<p>30 Days</p> <p>- Public review period for NEPA Documents is typically 30 days</p>
Incorporate comments and receive Final NEPA Document from applicant	15 Days
Prepare NEPA Decision Document	1 Day
Sign NEPA Decision Document	10 Days
Execute WA Contract as agreed	



Friant Dam

South-Central California Area Office

The South-Central California Area Office (SCCAO) is responsible for managing land and water resources in the southern half of the Mid-Pacific Region. Generally, SCCAO is bordered by the Pacific Ocean to the west, the Sacramento-San Joaquin Delta to the north, the Sierra Nevada Mountains to the east, the Tehachapi Mountains to the southeast, and Santa Barbara and Ventura Counties to the southwest.

SCCAO processes a multitude of transfers and Warren Act contracts, annually. SCCAO participates in two AWTPs for the (1) Friant Division and Cross Valley, and (2) South of Delta, including those contractors in the Delta Division, West San Joaquin Division, San Felipe Division, San Luis Unit, and Cross Valley. Other transfer programs in SCCAO include, but are not limited to, the two transfer programs with the San Joaquin River Exchange Contractors and transfers of San Joaquin River Restoration Program recaptured water.

SCCAO Points of Contact

DIVISION / UNIT	DISTRICT	ASSIGNED REPAYMENT SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
Contra Costa	Contra Costa Water District	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov
Cross Valley	Fresno, County of	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Cross Valley	Hills Valley Irrigation District	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Cross Valley	Kern-Tulare Water District	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Cross Valley	Kern-Tulare Water District - Assignment from Rag Gulch WD	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Cross Valley	Lower Tule River Irrigation District	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Cross Valley	Pixley Irrigation District	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Cross Valley	Tri-Valley Water District	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Cross Valley	Tulare, County of	Ms. Joy Kelley	559-487-5519	jkelly@usbr.gov
Delta Division	Banta-Carbena Irrigation District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Byron Bethany Irrigation District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Coelho Family Trust	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Coelho Family Trust - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Del Puerto Water District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Department of the Veteran's Affairs - San Joaquin Valley National Cemetery	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov
Delta Division	Dudley & Indart - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Eagle Field Water District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Fresno Slough Water District	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Fresno Slough Water District - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	James Irrigation District	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	James Irrigation District - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Laguna Water District	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Lempesis, Virginia L. - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Mercy Springs Water District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Meyers, Marvin & Patricia (Meyers Farming) - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Oro Loma Water District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Pajaro Valley Water Management Agency	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov
Delta Division	Patterson Irrigation District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Reclamation District No. 1606	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Reclamation District No. 1606 - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	San Joaquin River Exchange Contractors	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Tracy, City of	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Tracy, City of - Banta Carbena Irrigation District Assignment	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Tracy, City of - West Side Irrigation District Assignment	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	Tranquillity Irrigation District	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Tranquillity Irrigation District - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Tranquillity Public Utility District	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	Tranquillity Public Utility District - Water Rights	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
Delta Division	West Side Irrigation District, The	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Delta Division	West Stanislaus Irrigation District	Ms. Cathy James	209-836-6279	mjames@usbr.gov
Friant Division	Arvin-Edison Water Storage District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Chowchilla Water District	Moses Prieto	559-487-5043	mprieto@usbr.gov
Friant Division	Delano-Earlimart Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Exeter Irrigation District	George Bushard	559-487-5121	gbushard@usbr.gov

SCCAO Points of Contact (continued)

DIVISION / UNIT	DISTRICT	ASSIGNED REPAYMENT SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
Friant Division	Fresno County Waterworks #18	Moses Prieto	559-487-5043	mprieto@usbr.gov
Friant Division	Fresno Irrigation District	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Fresno, City of	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Garfield Water District	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Gravelly Ford Water District	Moses Prieto	559-487-5043	mprieto@usbr.gov
Friant Division	Hills Valley Irrigation District - Assignment from Lewis Creek WD	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Hills Valley Irrigation District - Assignment from Porterville ID	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	International Water District	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Ivanhoe Irrigation District	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Kaweah Delta Water Conservation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Kern-Tulare Water District - Assignment from Southern San Joaquin MUD	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Lewis Creek Water District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Lindmore Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Lindsay, City of	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Lindsay-Strathmore Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Lower Tule River Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Madera Irrigation District	Moses Prieto	559-487-5043	mprieto@usbr.gov
Friant Division	Madera, County of	Moses Prieto	559-487-5043	mprieto@usbr.gov
Friant Division	Orange Cove Irrigation District	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Orange Cove, City of	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Porterville Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Saucelito Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Saucelito Irrigation District - Assignment from Tea Pot Dome WD	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Shafter-Wasco Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Southern San Joaquin Municipal Utility District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Stone Corral Irrigation District	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Tea Pot Dome Water District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Terra Bella Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
Friant Division	Tri-Valley Water District - Assignment from Exeter ID	George Bushard	559-487-5121	gbushard@usbr.gov
Friant Division	Tulare Irrigation District	Scott Taylor	559-487-5504	staylor@usbr.gov
San Felipe Division	San Benito County Water District	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov
San Felipe Division	Santa Clara Valley Water District	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov
San Luis Unit	Avenal, City of	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	California Department of Fish & Wildlife	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Coalinga, City of	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Huron, City of	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Westlands Water District	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Westlands Water District Distribution District - Oro Loma Water District Assignment	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Westlands Water District Distribution District #1 - Broadview Water District Assignment	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Westlands Water District Distribution District #1 - Centinella Water District Assignment	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Westlands Water District Distribution District #1 - Widren Water District Assignment	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit	Westlands Water District Distribution District #2 - Mercy Springs Water District Assignment	Ms. Erma Leal	559-487-5195	eleal@usbr.gov
San Luis Unit & Delta Division	Pacheco Water District	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov
San Luis Unit & Delta Division	Panoche Water District	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov
San Luis Unit & Delta Division	San Luis Water District	Ms. Eileen Jones	209-836-6271	eniones@usbr.gov

SCCAO's Process to Streamline Transfers

Streamlining transfers is a high priority issues for SCCAO's Contracts Administration Branch (CAB). As a result, CAB refined its transfer processes to achieve this priority.

There are three types of water transfers that SCCAO acknowledges/approves:

1. AWTP acknowledgements – Acknowledgment time for this type of transfer will be within 7 working days from the receipt of initial transfer request.

2. Transfers of recaptured water –Approval of this type of transfer will be within 10 working days from the receipt of initial transfer request. This benchmark will be contingent upon approval by DWR, as needed, and the monthly reconciliation of recaptured water.

3. Program Approvals –Approval of this type of water transfer action is within 7 working days after the execution of the NEPA decision document. It is further agreed the approval letter will accompany the decision document through the sur naming process.

Note: All of the above working days to acknowledge/approve are based on Reclamation receiving all transfer information from all parties involved in order to acknowledge/approve the requested action.

Other water transfer processes:

1. The CAB staff will email the contractor to acknowledge receipt of the transfer request within two working days. For AWTP acknowledgements, CAB staff will provide the contractor with an estimated date on which the acknowledgement letter will be transmitted.

2. For transfers of recaptured water or other program approvals, the CAB staff will email the contractor acknowledging receipt of the transfer request within two working days. CAB staff will request concurrence with the water rates from the Regional Office Ratesetting Branch (Ratesetting). Within 5 working days, CAB staff will process the water transfer request and provide the contractor with preliminary water rates. If CAB staff is notified by Ratesetting that the cited preliminary water rates need modification, CAB staff will provide the contractor and each recipient of the approval letter, a new transfer water rate schedule via email.

3. If delays occur in processing the acknowledgement/approval, CAB staff will inform the contractor via email and provide the contractor with a revised acknowledgement/approval date.

4. If the contractor is requesting acknowledgement/approval that is shorter than the number of working days referenced above, the contractor will need to provide additional information to CAB staff to justify the need for urgent approval. CAB staff will determine the risk involved in providing provisional acknowledgement/approval and notify the contractor.

Increased Efficiencies

1. SCCAO developed a "fillable" form that will enable the CAB staff to achieve efficiencies for acknowledging AWTP requests. The procedure for using the "fillable" form to acknowledge AWTP requests is as follows:

- a. CAB staff will verify the information contained in the AWTP requests.
- b. CAB staff will complete the "fillable" form with all pertinent details and sign the "fillable" form electronically.
- c. The CAB Chief will also sign the "fillable" form electronically and return to CAB staff.
- d. CAB staff will email the "fillable" form acknowledging the transfer to the requesting contractor, the buyer, the appropriate operating non-federal entity, and Reclamation staff with a delivery/read receipt. Additionally, Reclamation's Central Files will receive a copy of the email and the acknowledgement.



Mokelumne River

2. It currently takes approximately 3 days for an acknowledgement letter to cycle through the drafting process. This “fillable” form will eliminate the need for the letter drafting process and will reduce current processing time from 10 to seven days.

By implementing the above timelines for each type of transfer acknowledgement/approval and by utilizing the “fillable” form to acknowledge AWTs, SCCAO will accomplish the following:

- Faster turnaround times for water transfer acknowledgements/approvals.
- Better communication with contractors.
- Better efficiencies within the CAB branch.
- Reduced workloads for staff that process draft letters.

SCCAO Approvals and Transfer Tracking

To ensure the highest level of efficiency in acknowledging/approving and executing transfers, SCCAO tracks transfers on a real-time basis. Below is an example of the tracking utilized by CAB staff for processing transfers.

Status of Transfer approval actions currently in the CAB branch as of						7/2/2013		Water						
ATWTP Transfers	Date Request Received	From	To	AF	Water Type	Delivery Time Period	Status	Risk	Anticipated Approval Date	Date Mailed	Time to Complete			
	06/14/13	Kern-Tulare WD	Westlands Water District	3,000	Cross Valley	July	Awaiting editing and final revision	None	6/28/2013					
	06/18/13	Lower Tule River ID	Pixley ID	5,000	Cross Valley	August	Awaiting editing and final revision	None	6/28/2013					
	03/27/13	Shafter Wasco ID	Anvin-Edison WSD	1,259	Canyover Class 1	April - May	Letters finalized and mailed.	None	mailed	04/10/13	14			
	03/27/13	Orange Cove ID	Anvin-Edison WSD	750	Canyover Class 1	April - May	Letters finalized and mailed.	None	mailed	04/10/13	14			
	04/02/13	Lower Tule River ID	Kern-Tulare WD	500	Class 1	June	Letters finalized and mailed.	None	mailed	04/10/13	8			
	04/02/13	Chowchilla WD	Madera ID	583	Class 1	June	Letters finalized and mailed.	None	mailed	04/11/13	9			
	05/31/13	Tulare ID	Madera ID	600	Class 1	May-August	Letters finalized and mailed.	None	mailed	06/11/13	11			
	06/03/13	Tulare ID	Anvin-Edison WSD	1,500	Class 1	May-Sept	Letters finalized and mailed.	None	mailed	06/11/13	8			
	06/03/13	Exeter ID	Tri-Valley ID	56	Canyover Class 1	April - May	Letters finalized and mailed.	None	mailed	06/11/13	8			
	06/03/13	Ivanhoe ID	Hills Valley ID	1,000	Class 1	May-June	Letters finalized and mailed.	None	mailed	06/11/13	8			
	06/03/13	Ivanhoe ID	Hills Valley ID	600	Canyover Class 1	March-May	Letters finalized and mailed.	None	mailed	06/11/13	8			
	06/03/13	Lewis Creek WD	Hills Valley ID	326	Canyover Class 1	April-June	Letters finalized and mailed.	None	mailed	06/14/13	11			
	06/03/13	Tulare ID	Lindmore ID	1,000	Class 1	June	Letters finalized and mailed.	None	mailed	06/14/13	11			
	06/03/13	Tulare ID	Stone Corral ID	900	Class 1	May-August	Letters finalized and mailed.	None	mailed	06/17/13	14			
	06/03/13	Tulare ID	Saucelito ID	300	Class 1	May	Letters finalized and mailed.	None	mailed	06/17/13	14			
	06/03/13	Tulare ID	Madera ID	8,000	Class 1	June-July	Letters finalized and mailed.	None	mailed	06/18/13	15			
	06/07/13	Tulare ID	Kern-Tulare WD	3,500	Class 1	June-Feb	Letters finalized and mailed.	None	mailed	06/18/13	11			
	06/07/13	Lower Tule River ID	FCW#18	25	Class 1	February	Letters finalized and mailed.	None	mailed	06/20/13	13			
	06/12/13	Lower Tule River ID	Terra Bella ID	6,000	Class 1	February	Letters finalized and mailed.	None	mailed	06/20/13	8			
	06/12/13	City of Fresno	Kern-Tulare WD	5,000	Class 1	July-Sept	Letters finalized and mailed.	None	mailed	06/20/13	8			
	06/12/13	City of Fresno	Madera ID	10,000	Class 1	June-July	Letters finalized and mailed.	None	mailed	06/19/13	7			
	06/12/13	City of Fresno	Saucelito ID	2,300	Class 1	June-July	Letters finalized and mailed.	None	mailed	06/19/13	7			
	06/12/13	City of Fresno	Orange Cove ID	700	Class 1	Mar-Feb	Letters finalized and mailed.	None	mailed	06/19/13	7			
	06/12/13	City of Fresno	Madera ID	2,000	Class 1	Mar-Feb	Letters finalized and mailed.	None	mailed	06/20/13	8			
	06/24/13	Tulare ID	Ivanhoe ID	300	Class 1	July	Letters finalized and mailed.	None	mailed	06/28/13	4			
	06/24/13	Lindsay-Strathmore ID	County of Tulare	500	Class 1	Mar-Feb	Awaiting editing and final revision	None	6/27/2013	07/01/13	7			
	06/04/13	Tulare ID	SSMIUD	500	Class 1	May-June	Awaiting editing and final revision	None	6/27/2013	07/01/13	27			
	06/04/13	Lower Tule River ID	Del Puerto WD	6,220	Cross Valley wtr	July	Pending draft letter	Low risk	6/28/2013					
	06/04/13	Pixley ID	Del Puerto WD	6,220	Cross Valley wtr	July	Pending draft letter	Low risk	6/28/2013					
			Total	68,639										
								</						



Keswick Dam

The Mid-Pacific Region, Regional Office

The Mid-Pacific Region covers the northern two-thirds of California, most of western Nevada and part of southern Oregon. The Mid-Pacific Region is headquartered in Sacramento, CA. The “headquarter” is best known as the Regional Office. The Regional Office has oversight of the AOs and ensures policies are implemented consistently throughout the Mid-Pacific Region. The Regional Water Contracts and Policy Branch (MP-440) provides oversight and quality assurance for water transfers and Warren Acts.

Regional Office Point of Contact

MP-440 can be contacted by calling 916-978-5251.

MP-440’s Approval of Long-Terms Water Transfers and Warren Act Proposals

For long-term water transfers and Warren Act contracts, MP 440 is responsible for recommending/not recommending approval by the Regional Director.

Water Transfers

Once an Area Manager declares a long-term water transfer proposal complete, the AO forwards MP-440 the complete transfer proposal package. The Area Manager deems a proposal complete once all of the items in the checklists (previously discussed) are satisfied. The Regional Office then has 90 days to issue a decision of approval or disapproval. An approval or disapproval decision issued by the Region will be consistent with Federal and State laws and the Water Transfer Guidelines. Before issuing a decision, MP-440 will:

- 1.) Validate all documentation in the proposal package;
- 2.) Inform the AO if documentation is missing or there are discrepancies in the proposal package (AO will collaborate with buyer and/or seller to resolve the discrepancy expeditiously.);
- 3.) Determine if the water transfer is consistent with applicable Federal and State laws;
- 4.) Review and determine if the proposal package is in compliance with the requirements of the applicable criteria for approval.

If the proposal package is not approved, the Regional Office informs the buyers and sellers, in writing, why the transfer does not comply with the conditions of CVPIA and/or the Water Transfer Guidelines. In addition, the Regional office will provide what alternatives, if any, can be included so that the transfer may be approved.

Warren Act Contracts

The execution of a long-term Warren Act contract is a closely coordinated effort between an AO and the Regional Office.

The following is a chronological overview of the major actions necessary to complete a long-term Warren Act contract. The timeline for completion is dependent on the situation and complexity of the proposal and contract. Reclamation anticipates that the contract schedule will coincide with the NEPA documentation timeline.

Major Action Items for Completing a Long-Term Warren Act Contract	
Determine key issues and meet with contractor	
Area Office submits Basis of Negotiation to Regional Office	
Approval of Basis of Negotiation by Regional Office	
Approval of Basis of Negotiation by Reclamation's Commissioner	
Announce intent to initiate negotiations (Quarterly Federal Register Notice)	
Submit proposed Warren Act contract to contractor	
Announce initial negotiation meeting in local press release	
Initial negotiation with contractor	
Complete negotiations with contractor	
Contracting Officer submits Warren Act contract to Contractor for Board approval	
Contractor submits a Board Resolution approving contract	
60-day public review period	
Area Office submits all contract documents to Regional Office for approval	
Approval of contract documents by Regional Office	
Regional Office Prepares final contract for signatures	
Contractor executes (signs) contract	
Regional Director executes contract or delegates to another manager	

ACRONYMS AND ABRIDGEMENTS

AO	Area Office
AWTP	Accelerated Water Transfer Program
BO	Biological Opinion
Brochure	Water Transfers Brochure
CAB	Contracts Administration Branch
CCAO	Central California Area Office
CVO	Central Valley Operations
CVP	Central Valley Project
CVPIA	Central Valley Project Improvement Act
DTIWT	DRAFT Technical Information for Preparing Water Transfer Proposals
DWR	California Department of Water Resources
EA	Environmental Assessment
ESA	Endangered Species Act
FONSI	Finding of No Significant Impact
LOA	Letter of Agreement
MP-400	Regional Office, Division of Resources Management
MP-440	Water Contracts and Policy
MP-460	Reclamation's Water Rights Office
NEPA	National Environmental Policy Act
NCAO	Northern California Area Office
NMFS	National Marine Fisheries Service
PD	Position Description
POU	Purpose and/or Place of Use
Ratesetting Reclamation	Regional Office Ratesetting Branch The Bureau of Reclamation
SCCAO	South-Central California Area Office
SWRCB	State Water Resources Control Board
TES	Threatened and Endangered Species
USFWS	United States Fish and Wildlife Services
Water Transfer Guidelines	Interim Guidelines for Implementation of the Water Transfer Provisions of the Central Valley Project Improvement Act, Title XXXIV of Public Law 102-575, dated February 19, 1993
WA	Warren Act